



The Constitution

Of the

Student Bar Association

Of the

Georgetown University Law Center

Preamble

We, the Students of Georgetown University Law Center, do establish this Constitution for our Student Bar Association in an attempt to represent the entirety of the Law Center community in furthering our education, promoting fellowship and goodwill among students, faculty and the administration, and advocating our concerns, and do require that the duties and offices here assigned be fulfilled according to the highest ethical standards of the legal profession.

Article I - Name

The name of this organization shall be the Student Bar Association of Georgetown University Law Center, hereinafter referred to as the Association.

Article II - Purposes

The Association shall fulfill the following purposes, in accordance with the desires of the Law Center community:

Section 1 – The Association shall act as the sole representative body for the students of the Law Center, and its representatives shall primarily serve the needs of those students.

Section 2 – The Association shall coordinate student activities and organizations.

Section 3 – The Association shall apportion its funds to student activities and student organizations, do so in a timely manner, and hold all recipients accountable for their use.

Section 4 – The Association shall act as an advocate for concerns of the entire Law Center community.

Article III – Membership

Section 1 – All matriculated students of Georgetown University Law Center shall be members of the Association.

Section 2 – Membership shall terminate upon separation from the Law Center by reason of graduation, withdrawal, or dismissal.

Article IV – Executive Board

Section 1 – Composition. The voting members of the Executive Board shall be the President, Day Vice President, Evening Vice President, Treasurer, and Secretary. The Attorney General shall be a non-voting member of the Board.

Section 2 – Officers; Powers and duties.

A. President. The President shall:

- (i) be an upper class member of the Association;
- (ii) be elected, during Spring Elections, by a majority of the votes cast by the membership of the Association;
- (iii) set and prepare the agenda for each meeting of the House of Delegates;
- (iv) call and preside over all meetings of the Executive Board and House of Delegates;
- (v) act as the official representative of the Association;
- (vi) promptly and orderly execute all resolutions of the House of Delegates;
- (vii) serve as an ex officio member of all committees of the Association;
- (viii) make such appointments and delegations not envisioned by this Constitution as are necessary to perform the duties of President and the continuing operations of the Association;
- (ix) cast the deciding vote in the event of a deadlock in any vote of the House of Delegates.

B. Day Vice President. The Day Vice President shall:

- (i) be upper class members of the day program;
- (ii) be elected, during Spring Elections, by a majority of the votes cast by the membership of the day program;
- (iii) act as Chair of the Appointments Committee;
- (iv) submit a list of nominees to all Association committees and student-faculty committees to the House of Delegates for approval;
- (v) perform such other duties as the President or House of Delegates may direct.

C. Evening Vice President. The Evening Vice President shall:

- (i) be upper class members of the evening program;
- (ii) be elected, during Spring Elections, by a majority of the votes cast by the membership of the evening program;
- (iii) act as Chair of the Evening Student Affairs Committee;
- (iv) perform such other duties as the President or House of Delegates may direct.

D. Treasurer. The Treasurer shall:

- (i) be an upper class member of the Association;
- (ii) be elected, during Spring Elections, by a majority of the votes cast by the membership of the Association;
- (iii) maintain the financial accounts of the Association;
- (iv) administer the process of appropriations for student organizations;
- (v) promptly pay the obligations of the Association for which the House of Delegates has designated funds;
- (vi) prepare and present such financial reports as the President or the House of Delegates may direct;
- (vii) prepare and present the proposed Association budget for the next academic year to the GULC Finance Committee;
- (viii) act as Chair of the Appropriations Committee;
- (ix) submit a Fall and Spring budget for both the Internal and the Student Organization Funds to the House of Delegates for approval;
- (x) perform such other duties as the President or House of Delegates may direct.

E. Secretary. The Secretary shall:

- (i) be an upper class member of the Association;
- (ii) be elected, during Spring Elections, by a majority of the votes cast by the membership of the Association;
- (iii) record, compile, and publish all minutes of the Executive Board and the House of Delegates;
- (iv) maintain a current list of all Delegates, call the roll at all meetings of the House of Delegates, and maintain an attendance record for Delegates;
- (v) Provide notice of the House of Delegates to the membership of the Association;
- (vi) create advertising campaigns to inform the community about Association related events and decisions, including, but not limited to, creating, posting, and distributing e-mails, flyers and posters, and submitting advertising materials to publications;
- (vii) perform such other duties as the President or the House of Delegates may direct.

F. Attorney General. The Attorney General shall:

- (i) be a member of the Association selected by the Executive Board, prior to the second meeting of the House of Delegates following the certification of all results of the spring election, or in the event of resignation or removal, prior to the next meeting. If a member of the House of Delegates is selected and confirmed, that delegate must resign his or her seat on the House of Delegates prior to assuming power;
- (ii) be appointed subject to the approval of the full House of Delegates by a two-thirds majority;
- (iii) be familiar with Robert's Rules of Order and this Constitution;
- (iv) advise the Chair and House of Delegates on the proper interpretation and application of the rules of procedure set out in Robert's Rules of Order, this Constitution, the Association Bylaws, or any other rules of order adopted by the House of Delegates;
- (v) act as Chair the Judiciary Committee;
- (vi) perform such other duties as the President or the House of Delegates may direct.

Section 3 – Power and Duties of the Executive Board. The Executive Board shall make recommendations to the House of Delegates and perform such other duties as the House of Delegates may direct.

A. Expedited Decisions.

Where a decision of the President, which would normally require the approval of the House of Delegates, must be made on an expedited basis, the Executive Board shall be empowered to act in the stead of the House of Delegates.

- (i) The President shall make a bona fide effort to contact each member of the Executive Board for the decision.
- (ii) No approval shall be granted without a majority of the voting members of the Executive Board as then constituted in agreement. A vote may be made by telephone or other electronic communication.
- (iii) Such actions shall be reported to the House of Delegates at its next meeting.

B. Summer Business.

During the period between the close of the final meeting of the House of Delegates of the academic year, and the opening of the first meeting of the House of Delegates held in the ensuing academic year, the Executive Board shall have power to conduct the necessary business of the Association which may arise.

- (i) No action shall be taken without a majority of the voting members of the Executive Board as then constituted in agreement. A vote may be made by telephone or other electronic communication.
- (ii) Any such action shall be reported to the House of Delegates at its next meeting.

Article V – The House of Delegates

Section 1 - Composition. The House of Delegates shall consist of the voting members of the Executive Board and the elected Delegates.

Section 2 – Delegates. There shall be:

- A.* Three delegates elected during Fall Elections from and by each first year section;
- B.* Three delegates elected during Fall Elections from and by the graduate division;
- C.* One delegate elected during Fall Elections from and by the entering transfer class;
- D.* Twelve delegates elected at-large during Spring Elections from and by the next academic year's second year day class;
- E.* Three delegates elected during Spring Elections from and by the next academic year's second year evening class;
- F.* Twelve delegates elected during Spring Elections from and by the next academic year's third year day class;
- G.* Three delegates elected during Spring Elections from and by the next academic year's third year evening class; and
- H.* Three delegates elected during Spring Elections from and by the next academic year's fourth year evening class.
- I.* One delegate elected during Spring Elections from and by students enrolled in a Joint Degree Program. Joint Degree students shall only be eligible to vote for this delegate; however, they may vote for 1L section delegates during the Fall of their 1L year.
- J.* Any number of non-voting delegates, who may apply to the Executive Board for admission to the House. Elected delegates may also nominate other members of the Association to be considered by the Executive Board for one of these positions. These non-voting delegates may participate in debates on resolutions and in any of the standing committees, but may not vote on or propose any resolution.

Section 3 – Power and Duties. The House of Delegates shall exercise, by resolution, the legislative authority of the Association. Unless otherwise specified in this Constitution, a majority vote of Delegates present shall be sufficient to adopt a resolution. In the event of a tie vote, the President shall cast an additional vote to break the tie.

Section 4 – Funding. The House of Delegates may accept any funds designated for the use of the Association by the University, the Law Center, or any other organization or individual.

Section 5 – Meetings.

- A. The House of Delegates shall meet at least once each month during the months of January, February, March, April, September, October, and November.
- B. All meetings of the House of Delegates shall be open to any member of the Association.
- C. Meetings of the House of Delegates shall be guided by Robert's Rules of Order.

Section 6 – Notice. Delegates shall be given reasonable notice of all meetings of the House of Delegates.

Section 7 – Special Meetings. Special meetings of the House of Delegates may be held at the call of the President, upon a request by two other members of the Executive Board, or upon a request by one-fifth of the membership of the House of Delegates.

Section 8 – Quorum. All meetings of the House of Delegates require a quorum consisting of a majority of the voting membership of the House of Delegates. If a quorum is not available within a reasonable time, the meeting shall be postponed until such time as the President directs.

Section 9 – Proxy Voting. No Delegate may vote by proxy unless the Executive Board, by a majority vote, permits the submission of a written proxy on a specific resolution.

Section 10. – Removal of Delegate. Any Delegate who has been absent from four meetings of the House of Delegates, regardless of excuse, during a term of office, shall automatically forfeit membership in the House of Delegates.

Article VI – Committees

Section 1 – Standing Committees. The House of Delegates shall maintain the following Standing Committees: Appropriations, Elections, Evening Student Affairs, Judiciary, Law Center Affairs, Social, and Special Events.

- A. The Chair(s) of the Elections Committee must be a graduating Delegate.
- B. Unless otherwise provided for in this constitution, all members of Standing Committees shall be nominated by the Executive Board and confirmed by the House of Delegates. Standing Committee members must be Delegates.

- C. Unless otherwise provided for in this constitution, all Chairpersons of Standing Committees shall be nominated by the Executive Board and confirmed by the House of Delegates.

Section 2 – Ad Hoc Committees

- A. The President or Executive Board shall have the power to establish and dissolve such Ad Hoc committees as are deemed necessary.
- B. The House of Delegates shall also have the power to establish and dissolve such Ad Hoc committees, as it deems necessary.
- C. The Chair(s) of an Ad Hoc Committee must be a Delegate and shall be approved as Chair(s) by the House of Delegates.

Section 3 – Student-Faculty Committees.

- A. *Membership.*
Unless otherwise provided for in this constitution, all student members of Student-Faculty Committees shall be nominated by the Appointments Committee and confirmed by the House of Delegates.
 - (i) Student members of Student-Faculty Committees need not be Delegates.
 - (ii) A list of the Student-Faculty Committees shall be published to the Association.

Section 4 – Rules and Regulations. All committees may adopt such rules, regulations and procedures as are necessary for their continued operation; where appropriate these rules, regulations and procedures may be presented to the House of Delegates for adoption as Bylaws. Unless the committee adopts Bylaws to the contrary, Roberts Rules of Order shall govern all committee meetings.

Section 5 – Committee Chairs.

- A. All committee chairs shall present such reports as the House of Delegates, Executive Board, or President may direct.
- B. All committee chairs shall report on all expenditures of committee funds to the House of Delegates in a timely manner.

Article VII – Elections

Section 1 – Standards. The elections of voting Delegates and Officers shall be fair, open, and unbiased and shall be held to the highest ethical standards of democratic electoral conduct for participants, election officials, and monitors.

Section 2 – Conflicts of Interest and Recusal, Elections Committee Members. Under no circumstances shall any candidate for an Officer position have any responsibility for organizing, conducting, monitoring, or certifying elections. Should a member of the Elections Committee decide to run for an Officer position, that Committee member shall immediately recuse himself or herself from the Elections Committee and the Chair or Co-Chairs of the Committee shall appoint a new member, if necessary, to maintain quorum. If, at any time, any member of the Elections Committee believes that he or she will be unable to remain impartial in any respect regarding an election, the member shall immediately notify the Chair or Co-Chairs of the Elections Committee and shall recuse himself or herself from at least the portion of election administration with respect to which the member believes he or she cannot remain impartial.

- A. Conflicts of Interest and Recusal, Chair or Co-Chair.*
Should a Chair or Co-Chair of the Elections Committee need to recuse himself or herself, the Executive Board shall appoint an interim Chair or Co-Chair by majority vote.
- B. House Retains Ability to Remove Elections Committee Members Pursuant to Robert's Rules.*
While this Section outlines standards for Elections Committee members to recuse themselves, nothing in this Section shall be construed in derogation of the House of Delegates' power, pursuant to Robert's Rules, to remove Elections Committee members.

Section 3 – Certification of Elections. The Elections Committee shall organize, conduct, monitor, and certify elections for all voting Delegates and Officer positions of the Student Bar Association.

- A.* Fall Elections shall be held as early as possible, and no later than September 30.
- B.* Spring Elections shall be held no later than the third Tuesday of February or ten days prior to the last day of classes before Spring Break, whichever is earlier.
- C.* If required, run-off elections shall occur within one week of certification of election results by the Election Committee when the academic calendar and weather conditions allow for it; otherwise, the run-off shall occur on the earliest possible date following the certification of election results.
- D.* Elections and run-off elections shall be held electronically whenever practical, although paper ballots may be required for some or all voters at the discretion of the Election Committee, for the purpose of fairness or when limitations of existing software cannot reasonably be overcome by the election date set by the Election Committee.

Section 4 – Length of Service. All Officers and Delegates shall serve until results of the following Spring Elections are certified by the Elections Committee or April 1st, whichever occurs later.

Section 5 – Election of Officers. Officers shall be elected by a majority vote.

- A. If no candidate receives a majority of the votes cast, a run-off of the two candidates receiving the most votes in the initial election shall be held to determine a winner.
- B. In the event of a tie, a vote of the House of Delegates shall determine the winner.
- C. Should the candidate who receives a majority of votes be a write-in candidate that person shall be given two days to declare themselves a candidate for that position and in so doing be declared the winner of the election.

Section 6 – Election of Delegates. Delegates shall be elected by a plurality vote.

- A. Should the candidate who receives a plurality of votes be a write-in candidate that person shall be given two days to declare themselves a candidate for that position and in so doing be declared the winner of the election.
- B. In the event of a tie, all candidates receiving the number of votes that would be a plurality for that position shall be given a number and lots will be drawn to select the winner.
- C. Should a write-in candidate decline to serve in the position they were elected to the remaining members of the delegation whose vacancy is to be filled shall fill the vacancy with a member of the Association who is currently eligible for the vacant position.

Section 7 – Running for Multiple Positions. An individual may contemporaneously compete for election to one Officer and one Delegate position.

Article VIII – Association Funds

Section 1 – Definitions.

- A. The Association Fund is defined as the entire amount of money granted from the Georgetown Finance Committee for use by the Association.
- B. The Student Organization Fund is defined as the portion of the Association Fund used to allocate monies to Student Organizations by the Appropriations Committee.
- C. The Internal Fund is defined as the portion of the Association Fund used by the House of Delegates for its internal operations.

Section 2 – Approval of Funds. The House of Delegates shall approve all appropriations and shall approve expenditures exceeding \$500 of Internal Funds. Expenditures less than \$500 may be approved by the House of Delegates.

Section 3 – The House of Delegates shall appropriate monies from the Internal Fund to the Operating Fund, LL.M. Fund, Special Events Fund, and Evening Students Fund.

- A. The Executive Board may spend monies appropriated to the Operating Fund.
- B. The Appropriations Committee may spend monies appropriated to the LL.M. Fund.
- C. The Special Events Committee may spend monies appropriated to the Special Events Fund.
- D. The Evening Student Affairs Committee may spend monies appropriated to the Evening Students Fund.

Section 4 – A budget for the Association Fund shall be approved by the House of Delegates.

Section 5 – The House of Delegates may appropriate additional funds to student organizations provided that those organization are in good standing and are approved for funding by the Student and Faculty Life Committee.

Section 6 – The House of Delegates may appropriate funds to committees of the Association and to any other entity or event for which funds can be legally appropriated.

Section 7 – All members of the Law Center community requesting an allocation or expenditure by the Association may personally appear before the House of Delegates and shall be informed of their right to do so.

Section 8 – Reversions. On May 1 of each year all unspent allocations and expenditures shall revert back to the Association Fund, except for the Operating Fund and other accounts to which the Treasurer has explicitly granted an extension.

Section 9 – Right to Review. All appropriations and expenditures of Association Funds may be subject to review by the House of Delegates. The House of Delegates shall have the right to rescind, reallocate, or re-appropriate any unspent monies in any Association account, fund, or appropriation.

Section 10 – Prohibitions. Under no circumstance may Association funds be used to support or oppose a candidate for election as an Officer, Delegate, or other elected position within the Association.

Article IX – Provisions for Recall and Vacancies

Section 1 – An Officer, Delegate, chair or member of a Standing or Ad Hoc committee, or student member of a Student-Faculty committee may be recalled by a three-fourths majority vote of the entire House of Delegates at a special meeting called to dispose of a Petition for Recall.

Section 2 – Petition for Recall.

- A.* A Petition for Recall may request the recall of only one person.
 - (i) For an individual holding multiple positions for which recall is possible, the Petition must specify the position(s) from which recall is sought.
- B.* A Petition for Recall must be signed by a majority of the voting members of the House of Delegates or three hundred members of the Association.
- C.* A Petition for Recall shall be presented to the President.
- D.* A meeting to dispose of the Petition shall be held as soon as possible, but no less than ten days following the presentation of the Petition.
- E.* A person named in a Petition shall be notified in writing and given a copy of the Petition no less than ten days prior to the meeting called to dispose of the Petition.
- F.* If the President is named in the Petition, then until the Petition is disposed of, the Day Vice President shall assume all privileges, duties, and responsibilities of the President.

Section 3 – Executive Board Vacancies

- A.* If the President resigns or is recalled, the Day Vice President shall assume the office of President.
- B.* The President, with the required consent of the House of Delegates, shall fill vacancies on the Executive Board.
 - (i) The President must nominate a voting member of the House of Delegates to fill a vacancy in the voting membership of the Executive Board.

Section 4 – House of Delegate Vacancies. Vacancies in the House of Delegates after October 15th shall be filled by a majority vote for a member of the Association cast by the remaining members of the delegation whose vacancy is to be filled.

- A.* In the event that no majority is reached in a timely manner, the delegation shall refer the decision to the Executive Board.

- B.* A delegation shall consist of the Delegates of the appropriate class of the Association (either 1L, 2L, 3L, E, or LLM). The Evening delegation shall include the Evening Vice President.

Article X – Bylaws, Amendments, and Referendums

Section 1 – Amendments. This Constitution may be amended by a three-fourths vote of the House of Delegates providing the proposed amendment has been submitted to the Secretary at least 96 hours prior to the meeting at which it is to be voted upon.

Section 2 – Bylaws.

- A.* The House of Delegates shall by majority vote adopt such Bylaws as are necessary to carry into effect the provisions of this Constitution.
- B.* The Secretary shall provide each member of the House of Delegates with a copy of any proposed Bylaws or amendment and shall post it conspicuously to afford the membership of the Association a reasonable opportunity to examine it.

Section 3 – Approved Bylaws and Amendments take effect immediately unless otherwise specified.

Section 4 – Referendums.

- A.* Upon presentation of a petition for referendum to the House of Delegates endorsed by at least three-hundred members of the Association, the Elections Committee shall promptly schedule and conduct an Association-wide vote. The results of said vote shall be binding on the Association and the House of Delegates.
- B.* The House of Delegates, by resolution, may cause an issue to be placed before the Association by referendum.

Bylaws

Of the

Student Bar Association

Of the

Georgetown University Law Center



Article I - Association Committees

Section 1 - Vacancies in Standing and Ad Hoc Association Committees may be filled during the course of the year by the respective committee chairperson without the approval of the Executive Board.

Section 2 - Standing and Ad Hoc Association Committees may have co-chairs.

Section 3 - Standing and Ad Hoc Association Committees require a minimum of three members, including the Chairperson.

Article II - Elections Committee

Section 1 - Elections Committee Quorum. At least three members of the Elections Committee, including the Chairperson(s), must take active part in the conduct of an election.

- A. The President may be a voting member of the Elections Committee, but shall not be included in quorum.

Section 2 - Candidate Filing Procedures. The Elections Committee shall promulgate and strictly enforce clear procedures regarding filing as a candidate for election.

Section 3 - Election Rules and Policies. The Elections Committee shall promulgate and strictly enforce Election Rules and Policies to govern campaign conduct during each set of elections.

- A. Candidates for office shall comply with all policies which the Elections Committee sets forth regarding posters and other student campaign activities.
- B. A copy of any Election Rules, the Student Bar Association Constitution, and these Bylaws shall be given to each candidate prior to the election.

Section 4 - Complaints During Elections. The Elections Committee shall address any complaints regarding inappropriate campaign activities.

- A. The Elections Committee can, by its majority vote, request that a candidate cure or stop any infractions.

Section 5 - Errors in Ballots or Vote-Casting Process. The Elections Committee shall take immediate steps to correct any errors on ballots or in the vote-casting process brought to the Committee's attention during an election.

Section 6 - Certification of Election Results. The Elections Committee certifies election results when the Committee posts the results of its counts following an election. If no complaint is filed within 48 hours of this posting, the election results shall become official and final.

Section 7 - Complaints Following Elections. Following the Elections Committee's certification of election results, a candidate shall have 48 hours to file a written notice with the Elections Committee requesting a recount or questioning the proper conduct of the election. Candidates may only contest their respective election results.

Section 8 - Election Recounts. The Elections Committee shall conduct recounts when a candidate properly submits a written recount request within 48 hours following the certification of election results. The Elections Committee must complete recounts within 24 hours of their request. The candidate requesting the recount may not request additional counts.

Section 9 - Dispute Resolution Process.

- A. When the Elections Committee receives written notice of a complaint regarding the proper conduct of an election before the Elections Committee certifies the results of the election, the Elections Committee shall promptly resolve the dispute at its discretion.
- B. If the Elections Committee receives written notice of a complaint regarding the proper conduct of an election following the certification of election results, the Elections Committee shall immediately refer the matter to the Judiciary Committee.

- C. The Judiciary Committee shall, within 48 hours, gather all evidence regarding the complaint, give fair hearing to any and all persons requesting an audience, and issue a written majority vote opinion, either upholding the result of the election as certified by the Elections Committee, or else requesting that a new election be held immediately.
- D. If the Judiciary Committee vote is a tie, the House of Delegates shall decide the issue.

Section 10 - Executive Board Vacancies – Nomination and Confirmation.

- A. Executive Board vacancies must be filled with a member of the House of Delegates.
- B. After the President nominates a member of the House of Delegates to fill an Executive Board vacancy pursuant to **Article IX, Section 3(B)** of the Association Constitution, the House of Delegates must confirm the nomination by a two-thirds majority vote.
- C. The House of Delegates shall vote on the nomination at the next regularly scheduled meeting of the House of Delegates following the President’s nomination, or, if the next regularly scheduled meeting of the House of Delegates is more than two weeks following the President’s nomination, the House of Delegates shall vote on the nomination at a special meeting which the President shall schedule with the advice and consent of the Executive Board.
- D. The resulting vacancy in the House of Delegates shall be filled pursuant to **Section 11** of this Article.

Section 11 - House of Delegates Vacancies – Nomination and Voting. Should a vacancy arise in the House of Delegates, the remaining members of the delegation whose vacancy is to be filled shall fill the vacancy by majority vote, pursuant to **Article IX, Section 4** of the Association Constitution.

- A. *“Delegation” Defined.*
A “delegation” shall consist of the remaining Delegates of the relevant class of the Association (1L, 2L, 3L, Evening, or LL.M.) in which a vacancy arises. The Evening delegation shall also include the Evening Vice President.
- B. *Nomination Period.*
The Elections Committee shall announce to the delegation and to the relevant class (where practicable) a nomination period of no fewer than two (2) days and no longer than five (5) days. Nominations shall be solicited by e-mail from the delegation and its relevant class. Only students who are members of the relevant class whose vacancy is to be filled may be nominated.

- C. *Nominee Acceptance of Nomination.*
Following the close of the nomination period, the Elections Committee shall contact all nominees within 24 hours to confirm the nominee's acceptance of the nomination. Nominees shall have one business day to accept or reject their nomination. If a nominee fails to respond within one business day, the Elections Committee shall consider the nominee's failure to respond a rejection of the nomination.

- D. *Publication of Nominees and Voting Period.*
The Elections Committee shall publish via e-mail a randomized list of nominees to the delegation whose vacancy is to be filled. The Elections Committee email shall clearly articulate a 48-hour deadline for receipt of votes via e-mail.

- E. *Certification of Election Results.*
Following the close of the voting period, the Elections Committee shall count the votes and certify the election results pursuant to Section 6 of this Article. The Elections Committee shall publish the election results to the House of Delegates via e-mail or by announcement at the next meeting of the House of Delegates.

- F. *Complaints, Challenges, and Dispute Resolution.*
Any and all complaints or challenges to elections under this Section shall be governed by the same Bylaws as general elections.

Article III - Appropriations Committee

Section 1 - Purpose. The purpose of the Appropriations Committee is to disburse funds in a fair and consistent manner in order to enhance the quality of the law school experience at Georgetown University Law Center.

Section 2 - Composition. The Appropriations committee shall consist of between 8 to 14 members from the House of Delegates, not including the Treasurer. When possible, at least one member of the Committee should be have previously served on the Committee.

Section 3 - Contact Information. The Treasurer should create an Appropriations Committee roster with names, e-mail addresses, phone numbers, and other relevant contact information to be sent to committee members via e-mail as soon as possible when the committee is established following Spring elections and in the event of any changes or updates to the roster.

Section 4 - The Record Keeper. The Treasurer will appoint one member of the Appropriations Committee to be the Record Keeper.

- A. The Record Keeper is responsible for taking minutes during the Appropriations Committee meetings, i.e. recording the rationale for the funding of each club and checking the Appropriations courseware site.

- B. The Record Keeper shall post the minutes from the Committee meetings on the public Appropriations courseware site in a timely manner.

Section 5 - The Liaison Procedure.

- A. A member of the Appropriations Committee appointed by the Treasurer shall train all new members of the committee regarding their responsibilities as soon as is possible after each election cycle.
- B. Before the first Appropriations meeting of each Appropriations cycle, the Treasurer shall update the standardized form for the liaisons, which they shall use during the budgeting processes, and the liaison training manual.
- C. At the first appropriations meeting of each Appropriations cycle, the Treasurer should assign liaisons to act as intermediaries between the student organizations and the appropriations committee.
 - (i) The Treasurer shall appoint one member to act as the liaison for each student group.
 - (ii) The role of the liaison is to serve as a conduit between their assigned organizations and the Appropriations Committee. It is the responsibility of the advocate the budgeting interests of their assigned groups during the Appropriations cycle.
 - (iii) Liaisons shall be on the email lists of each assigned organization.
 - (iv) Before each semester's budgeting process, the organizations applying for funding shall inform the liaison of outstanding or pending charges to the organization's account number.
- D. Committee members must not be liaisons to student organizations of which they are on the executive board.

Section 6 - Meetings. The Treasurer shall schedule an Appropriations Committee meeting for early in the second week following Spring elections and early in the second week of the Fall semester. The Treasurer shall schedule an additional meeting the week after Fall elections.

Section 7 - Provisional Student Organizations.

- A. All new and inactive student organizations shall be considered provisional student organizations for one semester and will be notified as such by the Treasurer.

- B. *“New” student organizations.*
A “new” student organization is one that the Student Life Committee has recognized and that has not previously existed.
- C. *“Inactive” student organizations.*
- (i) Any student organization that has previously been recognized by the Student Life Committee but has failed to host at least one “significant event” during the current semester, shall be considered “inactive” for Appropriations Committee purposes.
 - (ii) What constitutes a “significant” event will be determined at the discretion of the Appropriations Committee. A significant event must be adequately advertised to the student body as a whole. Participation in the Activities Fair shall not constitute a significant event.
 - (iii) The Committee shall take into consideration demonstrated planning of a “significant event” for the following semester in determining whether a student organization shall be classified as “inactive.”
 - (iv) Student groups deemed inactive will be notified of their status as an inactive group, by the Association treasurer, prior to the beginning of the next academic semester.
 - (v) If a student organization is classified as “inactive” but has received a year-long allocation, all remaining Association funds shall revert to the Association.
- D. At the last Appropriations Committee meeting prior to the budget hearings, the provisional status of all such organizations shall be reevaluated. If a provisional organization fails to complete a significant event then they will remain provisional and ineligible to submit a budget for funding for the following semester.

Section 8 - The Appropriations Cycle. The Appropriations Committee provides the following schedule to ensure that the appropriations process is fair, thorough, and expeditious.

- A. The Spring Appropriations cycle for Fall and year-long budgets shall begin one week after Spring Break. The Fall Appropriations for Spring budgets shall begin two weeks before Thanksgiving Break. .
- B. *Notification.*
- (i) At the beginning and end of the first week after Spring Break, the outgoing Association Treasurer will notify by e-mail, posters, notices in

What's Happening and the Law Weekly, etc. all student organization leaders of their requirement to submit a budget via courseware.

- (ii) In all initial communications, the Appropriations liaisons should notify all organizations of the consequences of a late submission. Organizations submitting late budgets waive the right to appeal decisions of the committee absent extenuating circumstances.
- (iii) The outgoing Treasurer should stipulate a budget submission deadline of at least two weeks after the original submission announcement.

C. Budget Deadlines.

- (i) At the beginning of the second week after Spring Break, the incoming Treasurer shall send another notification about the appropriations deadline to student organization leaders and shall post it on the Appropriations courseware site.
- (ii) The Treasurer, after the submission deadline, shall distribute a preliminary budget reflecting the full funding requests of each student organization budget submission.
- (iii) The Treasurer shall provide a list of all the organizations which have submitted, and those that have failed to submit, a budget on time.
- (iv) As soon as is possible after the deadline for budget submissions, the Treasurer shall notify the student organization leaders of those organizations that have not yet submitted a budget that the deadline for budget submissions has past and they must get their budget requests in immediately.

D. The Liaisons.

- (i) Prior to the submission deadline, appropriations committee liaisons should encourage inactive organizations who have failed to submit a budget to submit one immediately.
- (ii) The liaisons shall meet with their organization leaders prior to the submission of the budget. The goal of this conference is to negotiate a reasonable budget request that allows the organization to fulfill its goals for the year of the semester, but does not request more money from the SBA than is absolutely necessary.
- (iii) The liaison shall email the Treasurer and Record Keeper if they are unable to meet with their groups after reasonable efforts have been made.

E. Organization Submissions.

- (i) Organizations whose bylaws provide for elections of new Executive Boards in the Spring Semester must have elected, at a minimum, a new treasurer prior to the submission of their fall budget requests. The Committee will not review any fall budget requests from groups failing to meet this requirement. The Committee shall place groups failing to meet this requirement on provisional status for the following Fall Semester.
- (ii) Organizations will submit their budget requests to the Appropriations Committee based on the forms provided by the Treasurer.
- (iii) The Treasurer shall update the budget request forms each year.
- (iv) Included in the budget request form will be specific information, to the extent practicable, for each event that an organization is planning, including the following information: actual date, location, nature, number of people involved, and cost of the event.
- (v) Student organizations shall also report the following information in their budget request:
 - (a) The number of active students in the student organization during the previous year. This number should be based upon the reasonable belief of the organizations officers.
 - (b) The number of general body meetings and special events available to both day and evening students in the previous year (particularly events scheduled after 8pm, or on weekends).

F. Drafting the Budget.

- (i) The Appropriations Committee should meet one month after Spring Break to draft the budget.
- (ii) Drafting the budget entails balancing the needs of all organizations to create an overall Association budget that allocates limited Association funds fairly and effectively.
- (iii) During this process, liaisons shall be prepared to defend the budget they negotiated with the student organization before the rest of the Appropriations Committee.
- (iv) After completion of the draft budget, liaisons will contact the organization leaders to inform them of their initial allocation in the draft budget.

Liaison's shall also inform leaders that allocations are only preliminary and may change as the budget is finalized.

G. Conflict of Interest.

- (i) Committee members must abstain from voting on funding requests proposed on behalf of an organization of which a committee member is an executive board member.
- (ii) Committee members who are executive board members of organizations seeking funds from the Association may answer any questions during debate on that organization's budget request.

H. Factors in Allotting Funds.

The Appropriations Committee will consider the following factors in allocating funds to student organizations:

- (i) Timeliness of the student organization's budget submission.
- (ii) The specificity of the student organization's funding request.
- (iii) The student organization's management of past funding in allocating funds to student organizations.
- (iv) Availability of events to both day and evening students.

I. Kegs on the Quad.

Requests for funding for Kegs on the Quad shall be submitted separately through the supplemental funding process found in Section 18 and shall not be included in the general budget requests.

J. Speaker Honoraria.

- (i) The Appropriations Committee shall have the discretionary authority to provide funding for speaker honorariums.
- (ii) The value of the total honorarium given for a single event will generally not exceed \$250.
- (iii) Student organizations should make every reasonable effort to obtain speakers at no cost to the Association.

K. Appeals Meeting.

An Appeals Meeting should be scheduled for the week following the budgeting process. The purpose of the Appeals Meeting is to allow organization leaders to appeal their initial allocation in the draft budget by presenting compelling reasons

for additional funding from the Association. The Appeals Meeting is optional for organizations.

L. The Final Budget.

The Appropriations Committee should dedicate subsequent weeks to finalizing and cementing the final Association Appropriations Budget and presenting it to the House of Delegates for approval in compliance with the Constitution.

Section 9 - Transportation.

- A.* Members of student organizations generally should plan to provide their own transportation for their events.
- B.* The Appropriations Committee shall consider funding and/or reimbursement of transportation costs based on the nature of the event, beneficiaries, impact on the law center community, and budget of the organization sponsoring the event.
- C.* For speakers outside the GULC community, student organizations may not pay for airfare or include airfare in a speaker's fee, but student organizations may fund for reasonable ground transportation from a metropolitan Washington, D.C. airport to an area hotel or GULC, from an area hotel to GULC, and back.

Section 10 - Membership Dues & National Dues.

- A.* Student organizations shall disclose to the Appropriations Committee any membership dues their members pay to that organization, as well as the membership dues the organization pays to national organizations, if the student organization is a Georgetown University Law Center chapter of a national organization.
- B.* Organizations that collect membership dues can use those dues as a non-Association source of funding.
- C.* The Appropriations Committee may consider membership dues, as well as dues paid to national organizations, when deciding a group's budget, giving due consideration to the group's spending history and its impact on the law center community.
- D.* If an organization collects dues from its members, the Appropriations Committee shall consider it to have spent the dues funds before the Committee will consider it to have spent Association allocations.
- E.* The Association generally will pay national dues for student organizations in order for that student organization to remain in good standing with the national organization.

Section 11 - Conferences & Conference Attendance Off-Campus.

- A.* The Association will not fund conference transportation or accommodations.
- B.* The Association may pay for conference dues and fees for only one member of a student organization that demonstrates a need for funding. The Committee will consider exceptions to this policy, taking into consideration such factors as the proximity of the conference to the Law Center, the involvement of the students in the conference, and the relationship of the student organization to the group putting on the conference.
- C.* In general, the Association will not fund national or regional conferences hosted by student organizations.

Section 12 - Unity Funding.

- A.* The purpose of Unity Funding is to promote interaction between different student organizations. Unity funding is meant to be one way to bridge the gap between the amount of available funds within student organizations' budgets and the actual cost of an event.
- B.* The Appropriations Committee expects sponsoring student groups to pay a reasonable portion of the cost of an event they have submitted for unity funding. The Committee may make exceptions for groups that demonstrate severe need.
- C.* An executive board member of the organization responsible for the finances of the event should submit a Unity Funding request on behalf of all the organizations involved in the Unity event.
- D.* The Appropriations Committee shall review the request in light of these bylaws.
- E.* A majority of the Committee quorum shall be required to approve any funding decision over \$75.00

Section 13 - Supplemental Funding.

- A.* The purpose of supplemental funding is to provide funds to individual student organizations for unforeseen circumstances or unique opportunities.
- B.* A majority of the Committee quorum shall be required to approve any funding decision over \$75.00.

Section 14 - Special Appropriations for LL.M. Organizations.

- A.* During the Spring appropriations cycle, the Association shall allocate a quantity of money to a general LL.M. activities fund, which the Committee shall use to

fund activities sponsored by or offered for LL.M, students during the fall semester. All LL.M. student groups shall submit requests for funds to the Appropriations Committee for their activities during the fall, and the Committee shall first allocate monies toward these requests out of this fund. If the LL.M. requests exhaust this fund, these groups remain eligible to apply for supplemental or unity funding.

- B.* All LL.M. Student Organizations are required to submit a budget request for the spring semester according to the budgeting process outlined in Section 8.

Section 15 - Organization Spending.

- A.* The Association expects student organizations to spend their Association budget funds in good faith, in accordance with the budget submitted to the Appropriations Committee, and in compliance with the GULC Bulletin rules.
- B.* Any spending abuse or misappropriation of funds by an organization may be taken into consideration by the Appropriations Committee when reviewing budget requests.

Section 16 - Student Organization Advertising. All organizations that receive unity or supplemental funding shall include a by-line on advertising (posters, e-mails, etc.) that the event was made possible in part by funding from the Association.

Section 17 - Suggested Student Pricing Index.

- A.* For certain products, foodstuffs, and beverages, the Appropriations Committee shall produce and maintain a Suggested Student Pricing Index. The Index shall include the pricing for common products, foodstuffs, and beverages that student organizations commonly order.
- B.* The Association generally will not fund more than the price indicated in the Suggested Student Pricing Index for any funding requests, except if the student organization is able to demonstrate extraordinary need to go outside the general guidelines of the Index.
- C.* It shall be the responsibility of the Treasurer to maintain and update the Suggested Student Pricing Index and distribute a copy to all student organizations.
- D.* It shall be the responsibility of the Appropriations Committee to seek out the lowest prices possible for commonly purchased goods and to make every effort to negotiate deals with frequent vendors on behalf of GULC Student Organizations.
 - (i)* The Treasurer shall have the final authority on all negotiated deals.

- E. It shall be the responsibility of the student organization president and/or treasurer to ensure that all funding requests comply with the Suggested Student Pricing Index.

Section 18 – Kegs on the Quad

- A. *Keg on the Quad budgeting process for future Appropriations cycles.* The Appropriations Committee shall not allocate funds for Kegs on the Quad individually to student organizations. Rather, the Committee shall fund Kegs on the Quad according to the following provisions:
- (i) *Standing budget for a weekly Keg on the Quad.* During each budgeting cycle, the Committee shall determine a reasonable allocation for a Keg on the Quad every Wednesday afternoon (as practicable) during the regular school year weeks within that budgeting cycle. Thus, an SBA-funded Keg on the Quad shall take place on every such Wednesday afternoon. The Committee shall make this allocation out of the Student Organization Fund, and shall set aside this allocation exclusively for use on Kegs on the Quad.
 - (ii) *Student organization sponsorship of weekly Keg on the Quad.* In the event a student organization would like to hold a Keg on the Quad, that organization shall email the SBA Secretary at sba@law.georgetown.edu. The Secretary shall grant such requests on a first-come, first-served basis. Any student organization which the Committee approves for sponsorship of the Keg on the Quad shall be responsible for (1) publicizing that student organization's sponsorship of the Keg on the Quad; and (2) cleanup immediately following the Keg on the Quad.
 - (a) *Scheduling of Kegs on the Quad.* Should the requesting student organization wish to hold the weekly Keg on the Quad at a time other than Wednesday afternoon, that organization shall include in its email to the SBA Secretary the grounds for the schedule change. The Secretary reserves the right to grant, deny, or modify such a scheduling request. When all the Wednesdays in a semester have been reserved by student organizations, the Secretary will attempt to facilitate co-sponsorship opportunities for all student organizations that wish to sponsor a Keg on the Quad.
 - (b) *Supplemental funding of Kegs on the Quad.* The Appropriations Committee will determine a standard allocation for alcohol, non-alcoholic beverages, food, ice, etc. needed for the weekly Keg on the Quad. Should the requesting student organization feel that the existing allocation for the Keg on the Quad is insufficient to meet either its (a) projected attendance or (b) desired beer and/or food quality, that organization may submit a request for supplemental funding to the Appropriations Committee. A student organization

may submit such a supplemental funding request to the Committee either (a) as part of that organization's Keg on the Quad Sponsorship Request, or (b) at any time through a Supplemental Funding Request Form, provided that the Committee receives such request with adequate time to make changes to the then-existing beer and/or food provisions.

- (c) *Cleanup of Kegs on the Quad.* Student organizations sponsoring any Keg on the Quad shall retain sole responsibility for cleanup immediately following the sponsored Keg on the Quad. Should the Committee receive justified complaints from the GULC maintenance staff, the Committee shall reserve the right to fine the sponsoring student organization's GX account in an amount to be determined in the Committee's discretion.

B. Effect of these provisions.

Nothing in the above provisions shall in any way limit a student organization's ability to submit Supplemental or Unity Funding requests to the Committee for events other than Kegs on the Quad.

Section 19 - Amendments to the Bylaws.

- A. Changes to the appropriations bylaws require approval by a majority of the House of Delegates, provided that a majority of Appropriations Committee quorum has previously approved the changes.
- B. Absent approval from a majority of Appropriations Committee quorum, changes to the appropriations bylaws require approval by two-thirds of the House of Delegates.

Article IV – Judiciary Committee

Section 1 – Purpose. The purpose of the Judiciary Committee is to resolve complaints involving delegate conduct, hear appeals from other committee decisions, and interpret and apply the Association's Constitution and Bylaws.

Section 2 – Composition. The Judiciary Committee shall consist of at least two members from the House of Delegates, not including the Attorney General, who shall chair the committee. When possible, at least one member of the committee should have previously served on the committee.

Section 3 – Contact Information. The Attorney General should create a Judiciary Committee roster with names, e-mail addresses, phone numbers, and other relevant contact information to be

sent to committee members via e-mail as soon as possible when the committee is established following elections and in the event of any changes or updates to the roster.

Section 4 – Conduct Complaint Procedure. The Judiciary Committee shall be responsible for hearing all complaints and appeals from any member of the House of Delegates. All complaints and appeals concerning delegate or executive board member conduct will be referred to the Judiciary Committee. The Judiciary Committee shall, within an appropriate time, gather all evidence regarding the complaint, give fair hearing to any and all persons with relation to the proceeding upon request, and issue a written majority vote opinion with its finding, and its suggested course of action. If the Judiciary Committee vote is a tie, the House of Delegates shall decide the issue.

Section 5 – Election Complaint Procedure. When the Elections Committee receives notice of a complaint regarding the proper conduct of an election, the matter shall be referred immediately to the Judiciary Committee. The Judiciary Committee shall, within 72 hours, gather all evidence regarding the complaint, give fair hearing to any and all persons with relation to the proceeding upon request, and issue a written majority vote opinion upholding the result of the election as certified by the Elections Committee or requesting that a new election be held immediately. If the Judiciary Committee vote is a tie, the House of Delegates shall decide the issue.

Section 6 – Interpreting the Rules and Bylaws of the Association. The Judiciary Committee shall interpret and apply the relevant Constitutional provisions and Bylaws whenever called upon by the President.

Section 7 – New Delegate Training. Within one (1) week of the general elections, the Judiciary Committee shall organize an informational session for newly elected Delegates. The training should include, at a minimum, an introduction to Roberts’ Rules of Order, an overview of the Appropriations Committee procedures, and advice on how to write and present resolutions.

Article V – Evening Student Affairs Committee

Section 1 - Purpose. The purpose of the Evening Student Affairs Committee is to represent and advocate the professional, academic, and social interests and concerns of the Evening Students to the Association and the GULC Administration; and to increase the awareness, interaction, and integration of evening law students with the rest of the GULC community.

Section 2 - Composition. The Evening Student Affairs committee shall be composed of 4 to 8 members from the House of Delegates, and shall be chaired by the Evening Vice President. Whenever possible, the committee shall have at least one member from each evening student class.

Section 3 - Meetings. The Evening Vice President shall schedule Evening Student Affairs committee meetings as necessary.

Section 4 - Duties.

- A. The Evening Student Affairs committee shall work with the Association and the Administration to ensure that evening students are receiving an equitable share of campus resources.
- B. The Evening Student Affairs committee shall host a public forum to gather input from evening students regarding their unique needs and interests at least once per academic year.
- C. The Evening Student Affairs committee shall host a social event for the evening student body at least once per academic year.

Article VI – Law Center Affairs Committee

Section 1 - Purpose. The purpose of the Law Center Affairs Committee is to work with students, faculty, and the Law Center administration to improve the student experience at the Law Center.

Section 2 – Composition. The Law Center Affairs Committee shall consist of no less than eight (8) and no more than twenty (20) members, not including the President, who shall preside over the Committee. There must be at least one LLM representative and one Evening Student representative on the Committee, and one dual degree student is recommended.

Section 3 – Meetings. The Committee shall meet no less than four times in each semester.

Section 4 – Health Insurance. The Committee shall be responsible for compiling health insurance information into a chart or other useful comparative document showing various health insurance plans considered sufficient by the Law Center that are available to students. The comparison shall be posted on the Association’s website no later than July 1. The comparison shall also be given to the Office of Student Affairs by July 5 for distribution to incoming and returning students.

Section 5 – Student Concerns. The Committee shall take a survey of student concerns no later than November 1. These concerns will be evaluated by the Committee to determine which concerns affect the most students and which may be resolved practically. The Student Concerns Survey should be conducted through email or through the Association’s website.

Article VII - Social Committee

Section 1 - Purpose. The purpose of the Social Committee is to organize social events for the entire Law Center community, including Bar Reviews and Oktoberfest.

Section 2– Composition. The Social Committee shall consist of at least two members from the House of Delegates, not including the chair. When possible, at least one member of the committee should have previously served on the committee.

Section 3 – Bar Reviews. Bar Reviews shall take place at least every other Thursday night. Every effort shall be used to obtain the best specials for the Law Center community.

Section 4 – Student Organization Bar Reviews. Student organizations shall be able to sponsor a Bar Review if they so request. Every effort shall be made to give the student organization the date requested. The hosting student organization is responsible for arranging the venue and specials for its Bar Review. The Social Committee shall advertise via e-mail for the student organization; the student organization is responsible for any other advertising it wishes to have.

Section 5 – Social Committee Email List.

- A. The Social Committee shall be responsible for obtaining a list of all the email addresses for the Law Center community.
- B. The email list shall in no case be distributed to members outside the Social Committee. Specific portions of the list may be made available to a Delegate upon the Delegate’s request so that the Delegate may contact his or her constituents.
- C. The list shall primarily be used only for Social Committee events. In general, student organizations can only use the email list as a means of last resort. Events may only be advertised using the email list if they are of the same general nature as the Bar Reviews. Use of the email list shall be up to the discretion of the Social Committee Chair(s).

Section 6 – Oktoberfest. The Social Committee shall be responsible for Oktoberfest. The Committee should look to past records to determine the vendor and the amounts of food and beverage that should be ordered.

Section 7 – Other Events. The Social Committee may organize and supervise additional social events.

Article VIII – Special Events Committee

Section 1 - Purpose. The purpose of the Special Events committee is to plan, advertise and host the major events hosted by the , including the annual Fall Float and Barrister's Ball.

Section 2 - Composition. The Special Events committee shall be composed of as many Association members as would like to contribute to the planning and hosting of one event or all events. Whenever possible, the committee shall have at least one member from each student class.

Section 3 - Meetings. The Chair(s) of the Special Events committee shall schedule meetings as necessary and consider sub committees for smaller tasks.

Section 4 - Barrister's Ball. The Special Events committee shall host the Barrister's Ball each Spring for the entire law school.

Section 5 - Fall Float. The Special Events committee shall host the Fall Float each Fall for the entire law school.

Section 6 - Other Events. The Special Events committee shall be available to lead the planning and execution of any other major event hosted by the Association or by the Administration with the Association's support.

Article IX – Student-Faculty Committees

Section 1 - Purpose. The purpose of the Student-Faculty Committees is to ensure joint student and faculty participation in the managing of the Law Center.

Section 2 - Membership.

- D.* At least one seat on each Student-Faculty Committee shall be filled by a Delegate.
- E.* After one Delegate is seated on a Student-Faculty Committee, the Executive Board shall fill remaining seats from the House of Delegates or members of the student body subject to approval of the House of Delegates.

Section 3 - Terms

- A.* Terms for student members of Student-Faculty Committees shall begin and end in a timely manner after Fall elections, giving first-year students an opportunity to be considered for Student-Faculty Committees.
- B.* Delegates who fail to retain a seat in Spring elections and who also hold a seat on a Student-Faculty Committee may continue to serve on their Student-Faculty Committee and report to the House of Delegates in accord with Article VI, Section 3 of the Constitution until the completion of Fall elections or they resign.

Section 4 - Vacancies. Vacancies on Student-Faculty Committees shall be filled in a timely manner during the course of the year by appointment by the House of Delegates on recommendation of the Executive Board. Vacancy fills shall comply with the delegate requirement in Section 2.

Section 5 - Emergency Appointments. In emergencies and when necessary due to time constraints or other immediate concerns, the President can send members of the Association to Student-Faculty Committee meetings to temporarily represent the interests of the student body.

Section 6 - Some members of the Student and Faculty Life Committee and the Finance Committee may be appointed by the Executive Board in the Spring following elections to insure their immediate availability for service in the Fall.

Section 7 - Removal. Members of Student-Faculty Committees may be removed by resignation or by majority vote of the House of Delegates.

Article X – Meeting Procedure

Section 1 - Calling Meetings.

- A. *Meetings of the House of Delegates.*
The House of Delegates shall regularly meet by rule, at the Call of the President, upon a request by two other elected members of the Executive Board, or upon a request of one-fifth of the membership of the House.
- B. *Committees.*
 - (i) Each Standing and Ad Hoc Committee shall regularly meet by rule, at the call of the Executive Board, at the call the presiding officer of the Committee in question, or upon a request by a number of committee members, where this number shall be the greater of (i) one-third of the committee membership, or (ii) two committee members.
 - (ii) No Committee may meet when the House of Delegates is in session.

Section 2 - Meetings of the House of Delegates.

- A. *Agenda.*
The President shall set and arrange for the preparation of the agenda for each regular meeting. The Agenda shall be distributed to the Delegates at least one day prior to any Regular or Special meeting.
- B. *Minutes.*
The Secretary shall carefully record, compile, and publish all proceedings of the House of Delegates and distribute them to the Delegates in a timely manner following each meeting. Any correction to the minutes shall be in order throughout the next meeting. The minutes shall be deemed approved at the adjournment of the next regular meeting.
- C. *Resolutions.*
 - (i) Resolutions must be presented to the President in written form and distributed with the agenda prior to consideration.

- (ii) The Secretary shall apply a number to each Resolution for identification, with the first two digits identifying the calendar year and the final digits identifying the numerical position in which that resolution was docketed in that year.
- (iii) Submission of Resolutions for Consideration
 - (a) In order to have a resolution considered as part of the Docket, Delegates shall submit the resolution to the Secretary at least 48 hours prior to the meeting of the House of Delegates at which the resolution is to be presented.
 - (b) The Secretary shall make all resolutions submitted in accordance with paragraph (a) available for review and comment by the House of Delegates, the Executive Board and the Association Membership at least five days prior to the meeting.
 - (c) The author(s) of the resolution may submit revisions to the Secretary as long as such revisions are received by the deadline set by the Secretary.
 - (d) The requirements of paragraph (b) may be satisfied by placing the text of the resolution in the discussion section of the Student Bar Association Courseware site.
 - (e) For the sake of urgency, the requirements of paragraph (a) may be waived at the request of a majority of the Executive Board.
- (iv) A Resolution passed by the House of Delegates shall have such vote of passage recorded upon it, and it shall be filed in the Association office, with copies promptly distributed to the parties addressed by the Resolution.

D. Order of Business.

The President, with the advice of the Executive Board, shall set the regular order of business.

- (i) Opening Business shall consist of the Officers' Reports, and Committee Reports.
- (ii) Old Business shall consist of business previously introduced to the House of Delegates.
- (iii) Docket
 - (a) Resolutions.

The act of filing a written Resolution shall be a motion to consider the Resolution. Following the presentation of the Resolution, the Chair shall entertain questions from the members. The Resolution must be seconded to begin debate.

(b) Debate.

Presentation of a Resolution shall be considered a speech in favor of the Resolution. The Chair will recognize speakers in debate. A motion to close debate is in order after a balance of speakers. In the event that there are no further speakers on the Resolution or motions, the Chair may call to question.

(iv) New Business

At the close of the docket, the House of Delegates may choose, by a majority vote, to consider new business. All new business must be recorded in written form by the Secretary. The Member of the House of Delegates presenting the new business will have no more than three minutes to propose the business. Immediately following the Motion to Consider New Business, the House of Delegates will immediately proceed to a vote to consider. If the business is considered, it will be reviewed in the same manner as a normal Resolution.

Section 3 - Procedure

A. *Parliamentary Authority*

The current edition of Robert's Rules of Order shall guide procedure of each meeting. Following a ruling on interpretation by the President, with the advice of the Attorney General, a majority vote will be required to overturn such decision.

B. *Special Rules of Order*

(i) Motion to Adjourn

A Motion to Adjourn shall require a second, is not debatable, and requires a majority in favor. A Motion to Adjourn before the completion of the Docket shall require a two-thirds vote.

(ii) Suspension of the Rules and Bylaws

The House of Delegates may suspend, by a majority vote, any Special Rule of Order with the exception of Bylaw II (3)(b)(2).

(iii) Voting

The Chair shall take all procedural votes by voice vote. A vote on the adoption of a resolution or amendment shall be taken by show of hands. Any member contesting the counting of a vote may immediately call for Division, which is in order after the vote until the time of a subsequent

motion. A roll call shall be recorded by the Secretary if, following a Motion for a Roll Call Vote, one-fourth or more of the Delegates vote in favor of the motion.

Section 4 - Time Limits on Debate. The Chair shall have the authority to limit debate. If at any time a member objects to such limits, a majority vote shall be taken to affirm or reverse the Chair's limitation. The motion does not require a second. A Motion to Limit Debate or a Motion to Call the Question can be issued by any Delegate. Such motions do not require seconds or debate, and a two-thirds vote shall be required for their approval.

History Footnotes:

This Constitution and Bylaws were unanimously adopted in session by the House of Delegates on November 12, 2002 following the recommendations of the Judiciary Committee as Chaired by the school's first Attorney General, Nathan Headrick. Corey Maze was the presiding SBA President.

All modifications following the 2002 adoption are recorded below:

1. Article VII, Section 8 of the Constitution was amended February 12, 2003 – SBA President Nathan Headrick presiding.
2. Bylaws Article 3 was amended February 12, 2003 – SBA President Nathan Headrick presiding.
3. Bylaws Article 4 was added April 1, 2003 – SBA President Nathan Headrick presiding.
4. Bylaws Article 5 was added November 10, 2003 – SBA President Nathan Headrick presiding.
5. Bylaws Article 5, Section 2(d)1-5 was added November 24, 2003 – SBA President Nathan Headrick presiding.
6. The Constitution was revamped under the supervision of Attorney General Matt Levy. The changes were adopted on April 4, 2006 – SBA President Vid Prabhakaran presiding.
7. Bylaws Article 3 was amended under the supervision of Attorney General Matt Levy. The change was adopted April 4, 2006 – SBA President Vid Prabhakaran presiding.
8. Bylaws were revised, and articles IV to IX added, under the supervision of Attorney General Frank Walsh. The changes were adopted on **DATE** – SBA President Beau Finley presiding.
9. Article X, Section 1 of the Constitution was amended on April 24, 2007 – SBA President Henry Hunter presiding.

10. Bylaws Article 10, Section 2(c)(iii)(a) was revised on April 24, 2007 – SBA President Henry Hunter presiding.
11. Article V, Section 2(i) was inserted on December 2, 2008 – SBA President Leon Skornicki presiding.